

Spring Meeting  
January 30-31, 2007

<input checked="" type="checkbox"/> Sue Muir-Bradshaw, Chair	<input type="checkbox"/> Christine Peters, NPS
<input checked="" type="checkbox"/> Jane Martinez, Utah State	<input checked="" type="checkbox"/> Joel Butzin, Contracting SME
<input type="checkbox"/> Brenda Even, South Dakota State	<input checked="" type="checkbox"/> Sue Huston, Contracting SME
<input type="checkbox"/> Janell Ray, Colorado State	<input checked="" type="checkbox"/> Scott Wintemute, BUYT Coord, CO SME
<input checked="" type="checkbox"/> Jim Newton, Idaho State, Vice-Chair	<input checked="" type="checkbox"/> Jill Bogdanovich, Dispatch SME
<input checked="" type="checkbox"/> Jennifer Byers, Nevada State	<input type="checkbox"/> Vacant, Great Basin Operations
<input checked="" type="checkbox"/> Carol Salo, Great Basin BLM	<input checked="" type="checkbox"/> Kathy Riebe, Recorder
<input checked="" type="checkbox"/> Dave Johnson, Rocky Mountain BLM	<input checked="" type="checkbox"/> Ray Weidenhaft, Rocky Mountain CG
<input type="checkbox"/> Lynda Berckefeldt, WY State	<input type="checkbox"/> Sheldon Wimmer, Great Basin CG
<input checked="" type="checkbox"/> Tina Ledger, Great Basin FS	<input type="checkbox"/> Bernita Cowboy, BIA Rep

**Other Attendees:** Kansas Forest Service: Sandy Chandler, NPS-Karrie Davin for Christine Peters, BLM-CO: Beverly Derringer

**TASKS:**

- ☐ Carol and Tina will be attending the meetings.
- ☐ Scott will contact Chuck concerning using GSA employees on Buying Teams.
- ☐ Scott and Suzi will make changes in to Chapter 40 and send to committee for review.
- ☐ Carol and Tina will work on guidelines for recognition for retiring Buying Team Leader, and Committee Members. They will have a draft by the 2007 Fall Meeting.
- ☐ Scott will lead the development of the task book.
- ☐ Jim will format Chapter 50 supplements on a PDF format and send to Suzi. Suzi will forward to coordinating groups for signatures.
- ☐ Suzi will check with I-Suite Group to see if Chapter 80 rates are being done.
- ☐ Kathy will add Quorum information to Charter.
- ☐ Send Suzi list of individuals that would be interested in be instructors for Incident Business Courses.
- ☐ Suzi and Jill will work on brochure and questionnaire on recruitment. They will send out to committee to review and finalize.
- ☐ Tina will write an issue paper on Fire Code and Interagency Incidents.
- ☐ Suzi will send letters to Patty Baird and Diana Patera.

**NEXT CONFERENCE CALL:  
February 14, 2007 1000 MST.**

**Tentative Fall Meeting: November 6-7, 2007  
(keep in mind that the RMCG Meeting Oct 23-24)**

**Notebook Discussion/Issue Paper/Review of Old Business:**

- ☐ Suzi handed out binders for the all committee. This will assist individuals to keep committee information organized. Broke out in different sections which make it easy to find documents.
- ☐ Committee may have Representatives for State of Nebraska, Fish & Wildlife and welcome to Sandy Chandler from the Kansas Forest Service.

- ❑ Compact with SD, WY, ND, CO. (paper in book). EMAC is a compact and can still us it.
- ❑ On March 28, 2007, Region 2 will be having a meeting to go over cost containment on fires.
- ❑ Issue Paper Format: Encourage committee to use this format for anything that needs discussed on conference calls.
- ❑ Committee needs to have a representative attend the Great Basin Meeting and IMT Meeting. **Carol and Tina will be attending the meetings.**
- ❑ Team selections are this week for the Great Basin and rosters will be out next week.
- ❑ Finance Positions are at a shortage. We need to mentor individual who are interested in pursuing finance qualifications.

### **Buying Roles and Responsibilities to the Buying Team & Committee**

- ❑ Need to follow guidelines in Chapters 40
- ❑ Need to coordinate with Coordination Centers and Mangers.
- ❑ Coordinator is not a liaison to agency. The Liaison is either the IBA or AA.
- ❑ Need to make sure you use the proper channels.
- ❑ State employees can't be on Buying Teams because of they can only purchase for that state they are employed. We would be able to use them if they are on a Buying Team in their state.
- ❑ Scott will make a spread sheet with State people so can us.

### **2007 Buying Team Configures: (handout):**

- ❑ Carol is concern is not having experienced individuals on Buying Teams. Bring in Retirees as ADs to help assist in training the Leader.
- ❑ Just need to have one individual in the 1102 series on team. Leader needs to be a good manager and have good people skills.
- ❑ Jenny Duke will be available and Tina is working on agreement.
- ❑ Can we using GSA people on Buying Teams Tina: 10 years ago that they did use GSA people. We used an agreement to train them. Pay we the hardest part of using GSA employees.
- ❑ We need to share agreements.
- ❑ Joel and Suzi are looking at training the contracting people for Buying Team positions.
- ❑ Ray-Can you use local individual to fill in on Buying Teams? Yes. Having someone local is a benefit to the teams.
- ❑ Leaders need to call incident agency ahead of time to see how many team members are need and if there are any local people that can be used. This would be a cost containment benefit.
- ❑ Need to have a good interagency mix on the teams. Dell is available as an alternate.
- ❑ Having only one Type I and four Type 2 Buying teams would be a benefit. If we needed we can build another Type 1 Team. Patty Beard's Team was on Boise for at least six week this last fire season.
  - **Motion to accept Teams as configured. Jim motioned, Tina second. Motion accepted that there would be one Type 1 and four Type 2 Buying Teams for the Rocky Mountain/Great Basin.**
- ❑ Do we need to do a tasking letter for Scott? Yes.
  - Need to have stats at end of the year. How many call outs and length of assignments. How many times individuals were called and not available.

- Want to make sure that the new people are being trained.
- May be a good idea to have trainees go out as a PUL. Need to make sure to follow 310-1.

### **Training Requirements: (Handout)**

- ❑ **Restate: The Following Training/Workshop is recommended for all Buying Team Members, including alternates and trainees.**
- ❑ **Change #1: Rocky Mountain/Great Basin Buying Team Workshop (recommended)**
- ❑ Scott: Do you want me to do the training every of year? As needed
- ❑ **Interagency Fire Procurement Training should be required at least one time.**
- ❑ Delete # 5 (this training is already a requirement in order to have a purchase card) and have is state **Buying Team Workshop/Training or Interagency Incident Procurement Training.**
  - ❑ The Type 1 BTs will follow the national standards.
  - ❑ Leave it in Chapter 40 and coordinating with Training Committees. Suzi will send to both training committees. Scott and Suzi will make changes in to Chapter 40 and send to committee for review.
- ❑ Motion was made to accept changes made to the training requirements.  
**Committee Accepts changes to the training requirements.**

### **Task Book:**

- ❑ Scott will lead the development of the task book.
- ❑ Upon completion, letter and book will be sent to both Coordination Groups for approval.

### **Retired Buying Team Leader/Members:**

- ❑ Need to have guidelines on who we give, etc. Committee can recommend to CG for awards. **Carol and Tina will work on guidelines and have it ready by 2007 Fall Meeting.** Committee can send letters to Diana (tech rep and Buying Team Coordinator) and Patty (BYTL) for their years of service.

### **Chapter 10:**

- ❑ The New supplement isn't out yet.
- ❑ Limitation on who approves acceptance rates. You can't exceed the benchmark rates.
- ❑ **Take out casual hire form.** It is a standard form.
- ❑ There was a 1.8% cost of living increase adjustment to the pay rate on most positions.
- ❑ Tina motioned to accept the supplement, Carol Second. **Approved.**

### **Chapter 20 :(Handouts)**

- ❑ Task Group worked really hard to get this done.
- ❑ It will come out in two different supplements Part A & B
- ❑ Utilized the blue book which is a commonly use in other geographical areas. Joel incorporated. It contains rates from monthly weekly and daily rates.
- ❑ Operating rates were applied to the daily rate.
- ❑ Shift lengths are 14 hours and double shift 28 hours for operator. Used 24 hours for equipment rates.
- ❑ Randy Hart seemed happy about using credit cards for fuel.
- ❑ Equipment entered into VIPR will be 3 year intervals.

- ❑ EMT issue, we need to come up with regional rates. How we hire and what kind of kit are being used. Should we have a list of what is needed? Put something in the D&D Show. Ray said that he has tasked ops with what is necessary. Nothing is the supplements right now on EMTs and Kits.
- ❑ 75% of rates established will be use for severity.
- ❑ **Comments to Carol by February 9, 2007**
- ❑ Rocky Basin should be Rocky Mountain/Great Basin and should be done in all supplements

#### **Chapter 50:**

- ❑ Format need to be consistent for all States.
- ❑ NV-Needs to retype and will send to Jim.
- ❑ ID-Complete
- ❑ WY- Ray will talk to Lynda
- ❑ SD-?
- ❑ UT-Still working on
- ❑ Jim will format supplements on a PDF format and send to Suzi. Suzi will forward to coordinating groups.

#### **Chapter 80:**

- ❑ Waiting for rates.
- ❑ I-suite group has been doing it the updates. **Suzi will check with them.**

#### **Kathy Shelton (IBPWT Chair)**

- ❑ AD PP: Don't expect too many changes.
- ❑ Taken last year's rate and applied Cost of Living.
- ❑ Rates should be out no later than March 1<sup>st</sup>.
- ❑ There are some changes in classifications.
- ❑ Possibility of posting the position description so individuals can look at them, but not sure how this will be done right now.
- ❑ In the process of rewriting the handbook. Major changes will be the all hazard. Talk about what is and isn't allowed in the areas of procurement, acquisition, and reporting requirements.
- ❑ Reengineering of incident business.
- ❑ Fuel and Oil Task Group is still working on the issue. Real interested on how the RM/GB Chapter 20 Supplement works this coming season.
- ❑ Template of water handling (FS) with standardizing clauses.
- ❑ Cost efficiencies continue to be a big issue.
- ❑ EMTs Hiring Issue: **(Carol) Are we going to have the direction this year?** No, but pretty sure we will have it by next year.
- ❑ Shortage of Finance people. We talked about it as it related to the reengineering. **What about Non-traditional agencies?** No, but it is an interesting option.
- ❑ Chapter 20 White Pages rewrite: **(Sue) Are they looking at regional supplements to see if they can be implement?** No, but Kathy Shelton will make sure that they can look at it.
- ❑ Pending Reorganization of By October 2007 NFAEE and NWCG. Will help streamline and become one group.
- ❑ There is no update on NEMO right now.
- ❑ Chapter 10 Changes:
  - Added lang. For hiring State and others. Can hire as AD. Can hire ICs as ADs.

- BUTL: retirees may be able to obtain temporary warrants and be hired as ADs, but it depends on agency and if they can get approval
- Changes on meal periods.
- Trainee will be hired at the next lower rate.

#### **TRAINING UPDATE:**

- S-460 GB went well last week. There were 13 Finance represented. Carol has the list of attendees.

#### **EaTis/VIPR PowerPoint Presentation**

#### **Incident Business Solution PowerPoint (Tina)**

#### **BIN ITEMS:**

- **State of Nebraska Representative**
  - Committee will accept whom ever the State wants for their representative.
- **Diana Patera would like to be on committee as technical representative.**
  - Bureau of Reclamation is not a firefighter agency. It is not an agency that is in the charter.
  - Motion to have Diana to be a technical rep. Motion was seconded.  
Committee voted to not have Diana as technical representative
- **Quorum needs to be stated in Charter** (Minimum of eight is a quorum.) **Kathy will add to Charter.**
- **S-420 (Great Basin):** Carol has not heard back from training group on whether or not it will be cancelled.
- **Instructors for Training-**Suzi would like a list of individuals who would be available to assist in Incident Business Courses
- **Finance Positions/Recruitment:**
  - Brochure and questionnaires. **Suzi and Jill will work on brochure and send out to committee to review.**
  - Need to look a job sharing.
  - Pursue agreements with other agencies.
  - When Forest Service Human Resources Department moves to Albuquerque, it will decrease personnel from 800 personnel down to 400. FS has to reduce costs another 25% in 2009
  - Region 1 and Region 4 are going to look at sharing resources.
- **Position for non-traditional agencies** (ex. APHIS)
  - Can do agreements with other agencies
- **Fire Code-Interagency Incidents:** (Tina will do an issue paper)
  - System was to give similar accounting code. Cost Share for supporting units. Dispatch establishes codes are marked as interagency but system wise it is causing problems. Should be a share expense. For land based units, there is an agency identifier
  - There is a new version of fire code 1.8 coming out Feb 1, 2007. You will have to put in an agency.
- **Cost Containment and Preorders: (discussion only)**
  - RMCG has requested to receive preorders from teams and review. To make sure IC and AA are communicating on what is really needed for the individual fires.

- Teams already give orders to incident agencies. They don't mind if agency doesn't approve certain items, but the team needs to be notified.
  - Brookings Institute is reviewing Potato, Red Mountain and also some in R1 the week of February 12, 2007. Fires with costs over \$10 million will be reviewed WO. Fires with costs over \$5 million will have a review by the region.
  - Cost Containment will be a large issue this year.
- ❑ **Cost Share:**
- Will be hearing more about cost shares. Nationally, when OIG report came out on FS role in urban interface. One of the main ones is AZ. Sent it back to congress and what our role and responsibilities are in urban interface. No time line now.

#### **Update on Training:**

- ❑ **February:**
- Incident Procurement Training (Phoenix) **(Week of Feb 5<sup>th</sup>)**
  - National Buying Team Leader/ Procurement Unit Leader Meeting (Phoenix) **(Feb 6-8)**
  - National Incident Business Specialist (Albuquerque) **(week Feb 19th)**
  - OIG (San Diego) **(Week of Feb 27th)**
  - Patty Beards retirement party **(Feb. 24)** **Suzi will do letter.**
- ❑ **March:**
- S-420: (Boise) March 26-29.
  - RMCG Training Committee Meeting **(March 27-28)**. **Suzi will attend**
  - GB Committee Meeting ?
  - S-520 & S-620 **(March 4-9)** NRTC
- ❑ **April:**
- Rocky Mountain IMT Meeting **(April 3-5)** Colorado Springs
  - GBCG Meeting **(April 9-10)** Reno
  - Great Basin Dispatch Meeting **(April 9)** Reno
  - IBA Training **(April 4-5)** Salt Lake City
  - Great Basin IMT Meeting **(April 10-12)** Reno
  - ID/NV Fire Business Management Meeting **(April 12-13)** Reno
- ❑ **May:**
- Utah Wildfire Academy **(May 22-25)** Richfield
  - Black Hill Interagency Fire School **(May 18-20)** Rapid City?
  - Colorado Wildfire Academy **(June 2-8)** Alamosa, CO

#### **HOW WAS THE MEETING**

<b>GOOD</b>	<b>IMPROVEMENTS NEEDED</b>
<ul style="list-style-type: none"> <li>❑ Accommodations</li> <li>❑ Stayed focused</li> <li>❑ Kansa Rep: Helped me understand better</li> <li>❑ Good input on supplement</li> <li>❑ Interagency discussions</li> <li>❑ Having all rep here</li> <li>❑ Nice to know that supplements will be out earlier this year</li> </ul> <p style="text-align: center;"><b>Very productive</b></p>	<ul style="list-style-type: none"> <li>❑ Stay away from strategic parts</li> <li>❑ Need to have a logistics and operations Technical Reps</li> <li>❑ Need to make sure not overlapping with other committee meeting when setting our meetings.</li> </ul>